SALARIES AND REMUNERATION COMMISSION

JOB DESCRIPTION

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<tr>
<th>Job Title:</th>
<th>HEAD OF ACCOUNTING AND FINANCE</th>
<th>Job Grade:</th>
<th>SRC 3</th>
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<td>Directorate:</td>
<td>CORPORATE SERVICES</td>
<td>Department:</td>
<td>ACCOUNTING AND FINANCE</td>
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<td>Reporting to:</td>
<td>DIRECTOR CORPORATE SERVICES</td>
<td>Job Type:</td>
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Job Description

Job purpose
The role holder oversees all accounting and financial aspects of the Commission and is responsible for implementation of the Commission’s accounting and financial policies and strategies, budgetary planning and asset management.

Roles and Responsibilities

(i) Provide leadership in the development and execution of the Commission’s strategy on accounting and finance
(ii) Develop and implement policies, procedures and manuals to safeguard the financial integrity of the Commission
(iii) Ensure development of effective work plans, continuous performance monitoring and appraisal
(iv) Develop, motivate and manage the performance of the team and ensure continuous alignment to the values of the Commission
(v) Oversee the preparation of annual and quarterly financial statements; review and approve financial statements and reports for release to other users
(vi) Analyze and interpret financial information, for the Commission and Stakeholder financial reports and make recommendations based on the findings.
(vii) Develop the Commission’s annual budget, and work with other departments to plan and manage their budgets
(viii) Ensure adequate budgetary provisions, monitor absorption and ensure optimal utilization aligned to the Commission’s strategic activities
(ix) Ensure prudent financial management in the achievement of the function
(x) Ensure efficiency of systems, processes, Standard Operating Procedures (SOPs) to achieve the operational excellence that drives the Commission’s objectives
(xi) Identify, evaluate, mitigate and monitor operational and strategic risks of the function
(xii) Ensure compliance with all statutory requirements, Government Circulars and Commission’s policies.
(xiii) Provide requisite regular reporting in compliance with internal and external guidelines and requirements.
(xiv) Identify and commission an appropriate accounting system and continuously monitor its proficiency
(xv) Develop and enforce Internal controls in the accounting and finance function
(xvi) Manage payment process in the Commission and manage the commission’s bank accounts
(xvii) Responsible for asset management for the Commission.
(xviii) Oversee and facilitate both internal and external audit activities

Qualification and Personal Specification/profile

Minimum Qualifications and Experience:
(i) Master of Business Administration, Finance or relevant field
(ii) Bachelor’s degree in Commerce, Economics, Business Administration or related field from a recognized university
(iii) Possess CPA/ACCA
(iv) Member of ICPAK in good standing
(v) 10 years of work experience with 4 years at management level in a reputable organization

Key Competencies
(i) Meets the requirements of Chapter Six of the Constitution of Kenya
(ii) Ability to deliver results in a complex and dynamic environment.
(iii) Ability to identify customer needs, develop service standards and deliver service excellence.
(iv) Demonstrate knowledge in relevant legislation and applicable standards.
(v) High level of integrity and interpersonal skills.
(vi) Ability to work with minimum supervision and under strict timelines.
(vii) High level of attention to detail.
(viii) Demonstrated knowledge in accounting software and relevant computer applications
(ix) Excellent analytical and communication skills
(x) Knowledge of Budgeting
(xi) Knowledge of International Public Sector Accounting Standards, IAS and IFRS
(xii) Ability to lead and manage teams

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<th>Reviewed By:</th>
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<td>Approved By:</td>
<td>Date:</td>
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<td>Last Updated By:</td>
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